

# **Kid's Korner**



## **Policy Handbook**

## Welcome to the Kid's Korner Before & After School Program

Welcome to the Kid's Korner Before and After school program. The Town of Hampden Recreation Department is pleased to provide this program for Hampden resident families. The Kid's Korner Program is a before and after school program for children in Kindergarten through 5<sup>th</sup> grade. It is designed to meet the needs of parents and guardians during the before and after school hours. It encompasses a variety of activities from homework time to arts and crafts, games, field trips, and outdoor play. We are excited to offer a fun, safe, and enriching program for children during those tough hours. Our program operates from 7am until the start of school in the morning and from the time school dismisses until 6pm every regular school day is in session.

We understand that you have busy lives, and you have a lot going on. This booklet has been prepared for your convenience. It informs you of our policies and procedures, and will hopefully answer the questions you might have about our program. We ask that you keep this booklet in a handy place for easy reference. Our expectation is that each parent will read and understand this manual and act in accordance with our policies.

Thank You!

Hampden Recreation  
106 Western Ave.  
Hampden, ME 04444  
Kid's Korner phone: 991-4440  
Fax: 862-5067  
Kid's Korner Email: [kidskorner@hampdenmaine.gov](mailto:kidskorner@hampdenmaine.gov)  
Website: [www.hampdenmaine.gov](http://www.hampdenmaine.gov)

Recreation Office hours (Skehan Rec. Center)  
Monday-Friday 7am-4pm (hours may vary)

### Recreation Department Staff

Shelley Abbott	Recreation Director
Jill McLaughlin	Assistant Recreation Director & Kid's Korner Director

## Kid's Korner Goals

- To promote physical, social, emotional, and cognitive development of the children who are involved in the program.
- To provide experiences that contributes to the growth and development of a healthy, intelligent, and productive member of society.
- To provide an atmosphere where children can develop a sense of independence, learn about responsible self-care, and develop appropriate decision-making and listening skills.

### **Responsibility of the Kid's Korner Program to Parents**

1. The Kid's Korner staff will regularly exchange information with the parents about their child.
2. Staff will inform parents of field trips and other upcoming events.
3. Staff will be available during the program to answer any questions or discuss any concerns.

## **Program Policies and Procedures**

### **Enrollment**

The Hampden Recreation Kid's Korner Program will be serving school age children from the Town of Hampden in grades K-5. Enrollment will be on a first-come, first-serve basis for the current (upcoming) school year.

Before School Session (Grades K-2: 25 max.): 7-8:30am at the McGraw gym.

Before School Session (Grades 3-5: 25 max.): 7-8:30am at the WB gym.

After-school Session (Grades K-2: 30 max.): 3-6pm at the McGraw gym.

After-school Session (Grades 3-5: 30 max.): 3-6pm at the Weatherbee gym.

**(All children in second grade classrooms at Weatherbee will be enrolled at the McGraw school with their classmates)**

### **Registration**

All participants must be registered in the program before participating. All forms must be fully completed before enrollment. If you are signing your child up past the start of the school year, it should be done at the Recreation Office and not at the schools. It is the responsibility of the parents to keep enrollment records current including home phone number, address, business phone, emergency contacts, any changes in a child's medical conditions, as well as any changes in persons authorized to sign your child out of the program. This is important for the safety and security of your child.

## **Fees and Payments**

### **Program Fees for Enrolled Children**

Morning Session: \$8.00 per session

After-school Session: \$12.00 per session

Early Dismissal (12pm-6pm): \$25.00 per session \*\*

\*\* For early dismissal sessions at least 15 children need to be signed up. If you are signed up, and do not send your child, you are responsible for payment. Staff is determined on number of enrolled. Early dismissal days will only be offered if a location is available and appropriate staff is secured.

## **Important Payment Policy**

By filling out the registration sheet this ensures the Recreation Department that you, as a parent, agree to pay for services rendered. This enables your child to have a reserved space in this program for the period of one school year. **Once a child is registered and enrolled, the slot must be paid for regardless of whether your child attends on the days you paid or not. This applies to all snow days throughout the school year. No refunds will be issued.** Vacation weeks, early dismissal, and in-service days are optional and will be filled on a first sign-up basis.

Payment is due in advance by the Friday preceding each week. For the first week of school, payment is expected the first session the child attends.

**Policy:** Payment must be received on time. If payment or arrangements have not been made within 2 weeks of payment due date forfeiture of slots will result.

Payments should be made in cash or check. **Checks should be made out to the Town of Hampden.**

### **Waiting List**

Once the program is filled there will be a waiting list started. When slots become open the waiting list will be notified in the order they were received. Participants will remain on the waiting list until a slot opens up or they choose to be taken off.

### **Withdrawal from Program**

When withdrawing from the program, a one week written notice to the Kid's Korner Director (only) is needed. All payments are due until notification is confirmed.

### **Late Fees**

Late fees will be assessed when a parent is late picking up his/her child (ren). If a child is not picked up by 6:00pm the late fee will be \$10.00 per child for the first quarter hour and \$10.00 per quarter hour there after. These payments are also part of the agreement and parents will be required to pay them in full when incurred.

### **Tax Information & Receipts**

The Director of Kid's Korner (Jill) will provide parents with receipts for all Kid's Korner payments in December and June of each school year along with our tax ID number. This is the only copy of receipts available. Please make certain to put your envelope in a safe place, as we will not provide an additional copy or refigure payments made, if these copies are lost.

## **Discipline Policy**

The Hampden Recreation Department is very proud to have such a highly desired program to provide before and after school programming for the K through 5 population in Hampden. We want the participants to realize that it is a privilege to be able to attend the program, and thus demand that respect of staff and other participants, fair play, safety, and cooperation are our priorities.

When an incident requires discipline, the participant will be asked to take a time out. The length of time away will be set according to the participant's age (i.e. 5 years old = a 5 minute time out). Participant's are allowed 3 time outs per session, and then will be asked to sit out for the remainder of day.

In extreme situations, participants may be removed from activities for the remainder of the day without 3 timeouts. In such cases, a written incident form will be completed and parents will be asked to sign the form at pickup. Parents may also be called for early pickup, if the incident warrants it.

## **Monthly Newsletters**

The Kid's Korner Program has many special activities and trips planned throughout the school year. To keep parents up to date, a monthly newsletter will be given out at each location and available online for viewing. Each newsletter will have important information about upcoming events or any changes in staff, plans or scheduling. Each parent is responsible for getting a newsletter monthly and checking beside your child's name on the attendance sheet so we know you have received it.



## **Field Trips**

Throughout the school year the after-school session may take field trips to numerous places. Children will be bussed to the location and no extra fee will be charged. Children should be prepared for the field trips including any special clothing or shoes appropriate for the trip. Parents will be notified by the newsletter when then the bus will return at the designated school.

## **Snow Days, Delays & Etc.**

Whenever school is cancelled for a **snow day or dismissed early due to weather**, Kid's Korner will not run. **There will be no credit for those days.** If school is delayed in the morning Kid's Korner will be open at the normal time (7am) and will stay open until the kids are dismissed to school. If school cancels all afternoon activities we will still be open till 6pm. If for any reason after a delay, school is cancelled all parents that have left their child will be notified to come pick them up.

## **General Reminders**

- Participant(s) should bring a snack and drink for each session attending.
- Participant(s) should wear or bring appropriate shoes for play.
- Participant(s) should wear or bring clothing appropriate for outdoor play in all elements.
- Grades 3-5 will have 20 minutes of homework time/quiet time in the afternoon sessions Monday through Thursday. **Books should be sent for reading if your child does not receive homework.**
- Grades K-2 will have story time/homework time in the afternoon sessions. Children will be read to by staff and are encouraged to bring in a book to share.
- Please notify the Recreation Department if your child will not be attending and afternoon session. This will save us time when looking for children who do not show up.
- Please send a note to your school telling them when your child will be enrolled in the afternoon sessions.
- Any registration changes (in writing) must be approved by the director at least one week in advance.
- Newsletters are on the web at: [www.hampdenmaine.com](http://www.hampdenmaine.com).
- Parents should sign their child (ren) in during the morning session and should also sign them out when picking them up from the afternoon session.

